

**SENATE FISCAL AGENCY**  
**Job Description**

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**POSITION TITLE: Business Manager**

**IMMEDIATE SUPERVISOR: Director**

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**SUMMARY:** Responsible for all Agency accounting, human resource, procurement and other administrative functions as assigned by Director. Employee works within general methods and procedures and exercises considerable independent judgment to select proper courses of action.

**DUTIES AND RESPONSIBILITIES:**

1. Directs all payroll, bookkeeping, accounting, procurement, records management, equipment inventory, and property management functions of the Agency.
2. Develops budget recommendations and prepares Agency annual budget proposal.
3. Analyzes expenditure data, generates monthly financial reports and prepares quarterly expenditure projection data for Director.
4. Supervises Student Messengers. Assigns, coordinates and outlines the work methods of student messengers. Counsels employees and participates in the interviewing and selection process of job applicants.
5. Monitors on-going office service activities in order to anticipate and assess potential or emerging problem areas and develop appropriate responses.
6. Establishes and maintains effective relationships with other job similar government professionals and represents Agency management at meetings with administrative/financial State government officials.
7. Coordinates and prepares all Human Resource documentation in accordance with Agency and State of Michigan policies and procedures and maintains a thorough knowledge of data entry requirements as they relate to the State of Michigan Human Resource system. Prepares and maintains all personnel files, records and various reports.
8. Reviews the Agency's accounting needs each fiscal year and designs R\*STARS (Relational Standard Accounting and Reporting System) accounting profiles that address those needs. R\*STARS is the State of Michigan's budgetary control and financial reporting system. Coordinates all accounting and payment functions of the Agency as well as having a thorough knowledge of R\*STARS data entry requirements. Establishes business office accounting procedures.
9. Designs ADPICS (Advanced Purchasing and Inventory Control System) approval path documentation and provides profile data entry. ADPICS is the State of Michigan's Procurement and Materials Management System and it is the software used to enter most payment vouchers into MAIN (Michigan Financial Information Network). Coordinates all procurement functions of the Agency as well as having a thorough knowledge of ADPICS data entry requirements.
10. Coordinates all insurance benefits of Agency personnel which includes maintaining a thorough knowledge of the SenFlex Flexible Benefits Plan. Prepares 10 biweekly financial spreadsheet reports for the Senate Finance Office listing employees, type of insurance/SenFlex coverage and applicable premium payments and/or deductions.
11. Composes and word processes replies to correspondence, independently or as assigned by Director.



12. Answers inquiries regarding Agency functions, rules, policies and procedures.
13. Reconciles travel expenses.
14. Establishes and designs forms for the efficient business operation of the Agency.
15. Prepares publications and establishes business office procedures -- Employee Handbook and Business Office Procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Considerable knowledge of the principles and techniques of financial management.
2. Thorough knowledge of rules, regulations, policies, procedures, precedents and terminology used in the work.
3. Thorough knowledge of the techniques of using reference materials and organizing data for preparing and using reports.
4. Thorough knowledge of the techniques of interviewing and of obtaining information.
5. Considerable knowledge of office management, including organization, work flow, forms, supplies, equipment and procedures relating to accounting, filing, record keeping, correspondence, mail and procurement.
6. Knowledge of State of Michigan accounting, purchasing and human resource systems and knowledge of the use of various software packages - spreadsheets, word processing and database applications.
7. Considerable knowledge of, and the ability to interpret, employee policies and procedures
8. Ability to communicate effectively with others, both verbally and in writing.
9. Knowledge of supervisory, training techniques and personnel practices.
10. Ability to use diplomacy, discretion, and judgment in giving out information.
11. Ability to formulate or plan methods to carry out new responsibilities assigned to the work area.
12. Ability to interpret and explain appropriate work instructions and guidelines to subordinate employees.

**Note:** This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency or his/her designee.

